

# **CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT**

## **I. DISTRICT MISSION STATEMENT**

The Contra Costa County Fire Protection District exists to provide District residents, families, and communities with professional services dedicated to the preservation of life and property.

## **II. MAJOR PROGRAM DESCRIPTIONS**

### **A. OPERATIONS DIVISION**

The Operations Division is responsible for providing emergency and non-emergency services to the community, including medical assistance, rescue, hazardous materials control, weed abatement, and fire suppression. The division is also responsible for developing and delivering the curriculum for entry-level Firefighters as well as in-service training for the incumbent employees. Training records for each employee are maintained in order to ensure minimum competencies in a variety of disciplines. Currently the division comprises four Battalions consisting of 30 fire stations under the direction of an Assistant Chief. The Operations Division manages the following programs:

1. Air (Oxygen and Self-Contained Breathing Apparatus)
2. B.A.R.T. (Bay Area Rapid Transit)
3. EMS/Paramedic – EMT and Paramedic Program with Training/Support/Management Structure
4. Disaster Planning as part of County O.E.S.
5. Fire Trail Maintenance (Grading, Access Negotiation/Maintenance and Mapping)
6. Hazardous Materials On-Site Control
7. Technical Rescue (All-risk Capabilities including Low and High Angle Rescue, Confined Space, Swift Water Rescue, Trench and Vehicle Disentanglement)
8. Reserve Firefighter Coordination
9. Target Information (Access and Site Information for Specific Occupancies to Ensure Efficient Operations)
10. Mutual Aid to Other Jurisdictions
11. Mapping Program
12. Training, Entry-Level, In-Service
  - The Fire District has a highly delineated program of training for each employee based on rank and responsibility. The majority of training is provided in-house. The training provided is based on regulatory agencies' mandates. The occupational safety laws

address training for service delivery to the communities, training on protective clothing, emergency medical service, physical fitness, training with firefighting equipment, and a hazard communication program. Local statutes and ordinances provide direction for training on "Preventing Discrimination and Sexual Harassment in the Workplace," "Sexual Harassment and other Forms of Discrimination," and "Cultural Diversity." The Fire District aggressively promotes professional and personal development of the employees. Training programs provided by the County Training Institute, National Fire Academy and Office of State Fire Marshal are highly recommended and endorsed. The courses include Executive Fire Officer Certification, Chief Officer Certification, Fire Officer Certification, Firefighter 1 Certification, and leadership courses.

- Training is evaluated based on skills testing, written safety records and training records. The benefits of the training are further exemplified through mitigation of emergencies, customer service performance, and promotional processes.

BUDGET: \$58,225,532  
FTE: 326

## **B. SUPPORT SERVICES DIVISION**

The Support Services Division is responsible for the Fire Prevention Bureau, facility/property management, vehicle maintenance section, and telecommunications services. The Division is under the direction of an Assistant Chief. The following areas fall under this Division:

1. Building and Property Maintenance
2. Communications Hardware and Software Systems
3. Equipment Maintenance
4. Inventory Program
5. Opticom - Traffic Signal Pre-emption
6. Property Management (Acquisition and Leasing)
7. Station Construction
8. Station Location Planning
9. Supply Program
10. Vehicle Maintenance
11. Fire Prevention Bureau:

Under direction of the Fire Marshal, the Fire Prevention Bureau is responsible for overseeing the State and District Fire and Life Safety Regulations and for promoting fire safety awareness. In addition to the Contra Costa County Fire District, the Fire Prevention Bureau provides direct services to the newly formed

East Contra Costa Fire District. The Fire Prevention Section manages the following programs:

- a. Code Enforcement
- b. Exterior Hazard Control-directed to reduce vegetation and rubbish fires.
- c. Fire investigation to determine cause and origin:
- d. Public Education – develops fire, burn and injury prevention programs:
- e. Plan review of new construction for major remodels and modifications.
- f. Engineering Systems – reviews fire protection systems.
- g. Water System – ensures adequate water supply for needed fire flow.
- h. Permits – issues permits required by Fire Code.
- i. Company Inspections – performs routine and complaint based inspections.

BUDGET: \$12,636,391  
FTE: 69

**C. ADMINISTRATIVE SERVICES DIVISION**

The Chief of Administrative Services manages this Division. District budget and finance matters, employee records and personnel services are performed in this Division.

BUDGET: \$1,453,469  
FTE: 8

**D. INFORMATION TECHNOLOGY**

The Information Systems Manager oversees this Division. All District computer systems, software applications, National Fire Incident Reporting System, and network connections are maintained from here.

BUDGET: \$1,402,851  
FTE: 4

**E. DISTRICT DATA**

BUDGET: \$73,718,243  
FTE: 407

## MAJOR JOB CLASSIFICATIONS

CLASS	ALLOCATED POSITIONS
Firefighter	74
Firefighter/Paramedic	52
Fire Engineer	76
Fire Engineer/Paramedic	14
Fire Captain	83
Fire Captain/Paramedic	7
Fire Inspector	13
Battalion Chief	11
Emergency Dispatcher	12
Fire Equipment Mechanic	6
Clerk-Senior	7

## EMPLOYEE PROFILE (as of 12-31-02)

	MALE	FEMALE	TOTAL	PERCENT
Caucasian	252	41	293	76.0
Hispanic	35	4	39	10.1
African American	27	4	31	8.1
Asian/Pacific Islander	14	2	16	4.2
Native American	6	0	6	1.6
Total	334	51	385	100.0
Percent	86.8	13.2		

### III. DISTRICT ACCOMPLISHMENTS

#### A. FIRE DISTRICT STRATEGIC PLAN

Substantial progress on our Strategic Plan now allows us to use it as a framework for decision-making and setting priorities for the Fire District. The plan will be reviewed and revised in May 2003 to reflect the changes in available revenue and the service demands on the District.

#### B. EMERGENCY OPERATIONS

Eight new fire engines were placed in service over the past year in stations throughout the District, updating our equipment and improving response.

Two new Quint apparatus with aerial ladder capabilities were placed in service in Martinez and Pittsburg. There are now six Quint apparatus deployed throughout the District.

Five Type III wildland fire engines were placed in service over the past year to replace an aged and outdated fleet. The District has significantly improved our wildland fire engine fleet over a three-year period and now has modern equipment to address the significant urban interface issues throughout our County.

**C. CAPITAL FACILITIES**

A Facilities Manager position was established to support maintenance and capital facility projects, saving significant costs.

The construction of Station 82 in Antioch is complete and the facility was opened in March 2003.

Substantial progress was made on our efforts to replace Station 84 and Station 85 in Pittsburg and site acquisition is currently being negotiated.

The relocation of Station 16 in Lafayette is in the planning stages and we are working with City staff to implement this project.

**D. COMMUNICATIONS CENTER**

Selection for the vendor for a new Computer Aided Dispatch System (CAD) is completed. The new CAD system will be incorporated into a new Automatic Vehicle Location mobile data computer system that will enhance the ability to dispatch the closest fire and/or EMS unit to the scene of an incident. Installation of the CAD system is expected to be finished in 2003.

**E. INFORMATION TECHNOLOGY**

The telecommunication section has made significant improvements throughout the District. The incident reporting system was successfully changed to the National Fire Incident Reporting System (NFIRS) and a monthly report is published to ensure that every emergency incident is reported through this system. Several custom software programs were developed by the IT staff to assist with data analysis and decision-making. Every member of the District now has an individual e-mail account to improve information exchange. A computer-training lab has been developed to give hands-on instruction for the use of our computer systems.

**IV. DISTRICT CHALLENGES**

- A. Continuing to progress on the elements of our Strategic Plan will be a challenge. Economic downturns and increasing operating costs will have a significant impact on discretionary funds and capital projects. Continuing growth within the Fire District places an increasing demand for

our services; however, the growth in our revenue is at a much slower pace.

- B. Another issue facing the Fire District is the large number of employees that will be retiring within three years. More than 15% of the uniformed personnel have retired over the past year. We anticipate additional retirements, many in management positions. Continuing education and cross-training will need to be a priority for our incumbent staff.
- C. The Fire District continues to strive to meet its goal of assigning a Firefighter-Paramedic to every engine company. To date, 17 of 30 engine companies are staffed with paramedics. Increasing the number of units with paramedics will be a challenge because of the limited availability of trained personnel in the workforce and the substantial costs associated with initial training of existing firefighters.
- D. Fire investigations and legal actions continue to demand field time, staff time, and court testimony.

2002 Fire Stats:

- 210 Investigations
  - 135 Set or Suspicious Fires
  - 13 Referred to District Attorney's Office
  - Three Convictions or otherwise upheld
  - Seven Cases still pending
- E. Emergency preparedness and capabilities to respond to terrorist events, hazardous materials releases, or technical rescue incidents will need to be improved. These emergencies require a level of training and equipment that the District is not adequately prepared to meet.

## **V. PERFORMANCE INDICATORS**

The performance indicators on the following page are used to measure outcomes on key activities within the Fire District. The data in the table shows baselines for comparison with other fire agencies as showing changes in performance within the Fire District.

<b>Performance Indicator</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>
Civilian injuries and deaths in structure fires, per 100,000 population	6.36	4.69	5.42
Total fire incidents per 100,000 population	406	520	409
Average time for dispatch to arrival for fire suppression calls	6 min. 12 sec.	7 min. 18 sec.	6 min. 34 sec.
Percent of all structure fire incidents where flame spread was confined to the room of origin	60%	45%	62%
Total emergency incidents per sworn personnel	96.7	131	123
Total operating expenditures per capita	\$96.30	\$106.30	\$133.07
Total sworn personnel full-time equivalent per 1000 population	0.59	0.55	0.61
Average time for receipt of dispatch until enroute to the incident	102	160	103

The increase in cost per capita challenges our planning goal to respond to the steady increase in emergency incidents. Our success in regaining the response times of 2001 is attributable to concentrated training.

# CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

